

**DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES**



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December 27, 2012

To: All VFC Providers
From: Montana Immunization Program
Re: Annual VFC Enrollment in imMTrax

This is our second year managing VFC re-enrollment by updating Site Contracts in imMTrax. Your imMTrax Site Contract is an electronic version of the VFC Provider Agreement and Provider Profile submitted on paper in past years.

The re-enrollment period has begun and the deadline to submit your 2013 Site Contract is **January 31st**. After that time you will not be allowed to order vaccine until your re-enrollment is complete.

To update your Site Contract in imMTrax, please follow the steps below:

1. You must be the imMTrax site administrator at your facility to complete your Site Contract.
2. Navigate to **Site Contract** under **Manage Operations**.
3. Under the PDF Column, click the blue hyperlink named **Create New** to re-enroll.
4. Review **ALL PAGES** of the contract (using the "Next," "Back," and "Cancel" buttons) and update information as necessary.
5. Using military time, enter the hours your facility can receive vaccine deliveries for each day or mark "Closed" for the days your facility is closed.
6. Integrated users – provider profile numbers (on page 2) will automatically populate based on your current imMTrax data.
7. Aggregate users – provider profile numbers are the 2011 numbers you entered during re-enrollment last year. Please update these numbers based on screening records for 2012.
8. To update your clinicians or providers, e-mail (hhsiz@mt.gov) a detailed list of changes (including medical license numbers for providers). We will make these changes to your contract.
9. When you finish updating your 2013 Site Contract, hit **Save and Submit**. You can print a copy for your records by clicking the "2013 PDF" link under the PDF column.
10. Your re-enrollment is not complete until the State approves your Site Contract. You can follow this process by monitoring the "Approval Status" column on your Site Contract page.

(Over)

As a reminder – Montana's Maximum Regional Charge for the VFC administration fee will increase from \$14.13 to \$21.32 on January 1, 2013. This change is reflected in the 2013 Site Contracts. Please communicate this information to your billing department, so changes can be made to your fee schedule for the coming year.

If you need additional assistance with your site contract or have questions, please e-mail hhsiz@mt.gov or call 444-1613.

Thank you for all your continued efforts in 2012!

Katie Grady-Selby

VFC Quality Specialist

DPHHS-Immunization Section

444-1613